

20761  
22 JUL 1964

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Review of Career Management Activities

1. It has been several years since most of our concepts of career management were developed and translated into program activities. Now, I think it is timely to review the career management and development practices of the various career services as the basis for exchanging useful ideas which have been generated during this period and for evaluating our central program of personnel support.

2. As a first step, I should like to study any materials published or in use by the career services which supplement Agency regulations by providing more specific policy and procedural guidance in the development and utilization of their personnel. Publications concerning such matters as selection criteria, training standards, promotions, planned rotation, and other aspects of career management are of interest.

3. I would appreciate it if copies of any materials of this kind which are currently in effect for the career services under your jurisdiction could be assembled and sent to me. I will also appreciate your forwarding copies of any earlier issuances of similar materials which serve to illustrate the historical development of career management concepts and techniques in those services. It will be helpful if I can receive these publications by 14 August 1964.

4. It is my intention to utilize the Agency Personnel Advisory Board as the mechanism for the discussion and interchange of policies and practices which may be of common value in the operation of our Career Service System.

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DOC 1 REV DATE 4 MAR 1962 BY 029725  
ORIG COMP OPI 32  
ORIG CLASS C PERIOD 16 REV CLASS C  
JUST 22 NEXT REV 2012 AUTHORITY 18-2

Emmett D. Echols  
Director of Personnel

Group I Excluded from  
automatic downgrading and  
declassification.

Approved For Release 2001/08/01 : CIA-RDP80-01826R000400070001-4  
REVIEW OF CAREER MANAGEMENT ACTIVITIES

~~CONFIDENTIAL~~

COMPONENT	OFFICE	DATE RECEIVED
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DDS

Medical Staff ✓  
Office of Communications ✓  
Office of Finance  
Office of Logistics ✓  
Office of Personnel (CSPD)  
Office of Security ✓  
Office of Training

12 August 1964  
12 August 1964

13 AUG 1964

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21 Aug 1964

DD/S&T

Office of Elint  
Office of Research and Development  
Office of Special Activities  
Office of Computer Services  
Office of Scientific Intelligence  
Foreign Missile and Space Analysis Center

DDI

Office of Basic Intelligence  
Office of Central Reference  
Office of Current Intelligence  
Office of National Estimates  
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